



# **TOWN OF KITTERY**

## **Human Resources**

**200 Rogers Road, Kittery, ME 03904**  
**Telephone: 207-475-1332 Fax: 207-439-6806**

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**– OPPORTUNITY –**  
**Town Planner**

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The Town of Kittery has an immediate opening for a Town Planner. Office hours are Monday through Thursday from 7:30am to 6:00pm, however additional availability may be required for meetings and presentations. The pay range for this salaried-exempt position is \$60,000 to \$75,000 based upon experience. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

The purpose of this position is to ensure development is consistent with the town's land use codes and provide staff services to the Planning Board. This position reports to the Director of Planning and Development. Duties include, but are not limited to: assisting in the development and implementation of a growth management program; reviewing development proposals for compliance with town ordinances; managing the town's GIS data; preparing and updating maps; assisting with developing amendments to the zoning and subdivision ordinances; interpreting ordinances; and performing additional related tasks as assigned by the Director of Planning and Development.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists updating, and implementing the Comprehensive Plan; assists in developing amendments to the zoning ordinances
- Reviews development plans for compliance with town ordinances, develops reports, and makes recommendations; produces public notices and abutters' notices; tracks applications through review and approval process
- Coordinates with the Kittery Port Authority on applications that require Planning Board review and/or approval
- Conducts preconstruction hearings, tracks compliance with orders of condition and permit requirements, conducts inspections as needed, and provides follow-up administration of Planning Board permits
- Coordinates with other boards, commissions, committees, staff and departments on applications and development projects that cross multiple disciplines and town jurisdictions
- Prepares Planning Board agendas and meeting packets, including publishing public notices, posting agendas, and distributing packets
- Works on special municipal projects as directed by the Director
- Responds to requests for land use data, demographics, and municipal information
- Manages and maintains GIS data, prepares various maps and images such as the official zoning map, supplemental visual aids
- Reviews and receives various reports, documents, and forms, including: blueprints, wetland alteration applications, and traffic analysis
- Develops documents including grant applications, draft ordinance amendments, and reports
- Meets with the public to explain code requirements and procedures
- Performs other related duties as assigned by the Director

**Essential Knowledge, Skills and Abilities**

- Bachelor's degree in urban planning, regional planning, public administration, or related field required, with a minimum of two years' experience in municipal planning, professional planning, or related industry; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position
- Ability to understand, interpret, and apply complex land use laws and regulations
- Excellent verbal and writing skills, ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information
- Ability to develop and maintain positive relationships with employees, vendors, and departments
- Ability to exercise initiative and good judgement, to set priorities and complete efforts independently and as a member of a team
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures
- Ability to produce reports that are accurate and complete
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others
- Ability to analyze situations quickly and objectively and to determine proper course of action
- Must possess a valid driver's license

**Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to operate a computer, keyboard, printer, telephone, and other equipment necessary to perform the duties of this position
- Must be able to move or carry job-related objects or materials
- Must be able to sit and stand for long periods
- Must be able to physically traverse a site with potential uneven terrain, construction activity, and/or limited handicap accessibility
- Must be able to communicate through speech and in writing
- Must be physically capable of lifting 50 pounds

Please complete the application located on our website at [www.kitteryme.gov](http://www.kitteryme.gov) under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery  
Attn: Human Resources  
200 Rogers Road, Kittery, ME 03904  
[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.